



OKLAHOMA
Office of Management
& Enterprise Services

AAA MEMO: HCM-22-02

Date: Jan. 18, 2022

To: All Appointing Authorities

From: Jake Smith, HCM Administrator

Re: Executive order to allow state employees to substitute teach in Oklahoma schools

Gov. Kevin Stitt issued an executive order that challenges all agency directors to create mechanisms that allow employees to serve as substitute teachers in the pertinent public schools as needed and determined by the state secretary of education.

Employees paid with 100% federal funding are **not** eligible to volunteer. However, the Office of Management and Enterprise Services requests that employees with eligibility and capacity to volunteer sign up through [this online form](#). All employees must obtain prior supervisor approval before signing up.

Further guidance will be issued soon.

If you have questions about the content of this memo, please feel free to email Jacob Smith, OMES Human Capital Management administrator, at jacob.smith@omes.ok.gov.